



Community and Economic Development Department

Building and Safety Division

Self-Certification Inspection Program

Effective date: October 12, 2015

PROCEDURES FOR SELF-CERTIFICATION INSPECTIONS

Purpose: This certification program will be allowed in lieu of inspections on the following type of jobs:

1. *Re-roofing*
2. *Storage tank water heater replacement*

This is a voluntary program and therefore an option to the standard method of having a building inspector visit the site to confirm compliance with the material and installation requirements of the building codes. The program must be acceptable to the homeowner.

Minimum Requirements:

1. Must be a California Licensed Contractor in good standing with the Board or the building owner.
2. Must demonstrate a working knowledge of the applicable code requirement and City policies and procedures to the satisfaction of the Building Official.
3. Owner must complete Part 1 of the Certificate at issuance of the permit and installer must complete Part 2 of the Certificate at the completion of the job.
4. The signed Certificate must be submitted to the Building and Safety Division at the completion of the job.

Limitations:

1. Structure to be a single family dwelling or structure accessory to the dwelling.
2. For water heaters, gas line replacement is limited to flex line after shut off valve.

3. New overlay roofing to be asphalt shingle (a.k.a. composition shingles), hot mop, or roll roofing.
4. Existing roofing material to be asphalt shingle, hot mop, or roll roofing with a maximum of one existing layer of roofing, for a maximum total of two layers of roofing or remove all original roofing materials down to the roof sheathing.
5. Needed replacement sheathing (due to deterioration of existing sheathing) is limited to a maximum of 10 % of the total roof area.
6. No structural modifications of the roof framing or structure are permitted.

Job Card:

The Job Card is to be retained on the job site as a record for the property owner that a Permit was obtained. The contractor will provide the property owner with a copy of the signed Self-Certification Form as proof of inspection and certification.

Revocation of Program:

The Building Official shall have the right to revoke the program to an installer under the following circumstances:

1. If evidence suggests that the installer is failing to identify and correct violations of the applicable codes, ordinance, manufactures' installation standards, laws governing contractors, or rules of this program.
2. If the character of the installer becomes so impeached or in question that the public trust in the program suffers.
3. If the installer fails to personally verify compliance with the provisions of this program.
4. If the installer is providing falsified documents to the City.